

STATE OF ALASKA

DEPT. OF ENVIRONMENTAL CONSERVATION

DIVISION OF WATER

MUNICIPAL GRANTS & LOANS PROGRAM

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<http://www.dec.state.ak.us>

June 10, 2011

Dear Utility:

The Alaska Department of Environmental Conservation's **Municipal Matching Grant (MMG)** program is seeking questionnaires for projects to be evaluated and scored for placement on the program's State's Fiscal Year 2013 (FY 13) project list. The MMG program can provide match funding for drinking water, wastewater, solid waste, and water quality related projects. The questionnaire solicitation period will begin on June 13 and end August 1, 2011.

MMG questionnaires can be filled out and submitted on-line through OASys. The enclosed document entitled "FY 2013 MMG Online Step-by-Step" guidance will help you navigate through the necessary steps to complete the on-line questionnaire. Please note, you will need to use a "My Alaska Account" either personal or business to log into the system to access the questionnaire. If you have questions about the program or need technical assistance in filling out the questionnaire, feel free to contact Beth Verrelli or myself in Anchorage at 269-7603 and 269-7616, respectively. Access to the on-line questionnaires may be found at the following link:

<http://www.dec.state.ak.us/water/munigrant/MMGonlineQuestionnaires.htm>

If you would rather send the questionnaire directly and bypass the above page as the method of accessing, then use this link instead:

<https://myalaska.state.ak.us/dec/water/OPA/Login.aspx>

Please complete and submit a questionnaire for each project you wish considered for funding assistance under the grant program. If you would prefer to use a printed version, please access our web site at:

<http://www.dec.state.ak.us/water/munigrant/MMGonlineQuestionnaires.htm>

For questionnaires not submitted electronically, please mail the original to Terri Lowell at P.O. Box 111800, Juneau, AK 99811-1800 or fax at (907) 465-5177.

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Completed questionnaires must be received no later than **5:00 p.m. August 1, 2011** to be considered for funding. After the August 1st deadline, a review period will be allowed for communities to review their preliminary scores for comment. No additional information will be allowed during this period with the exception of a community council/assembly resolution designating a project as the community's number one state priority project. This review period will take place the week of August 22nd, final comments and a resolution must be received no later than 5:00 p.m., August 26, 2011.

As a reminder, we have added new features to the on-line questionnaire process. One of the new features added allows you to revisit an already submitted questionnaire as needed to make changes during the open solicitation period. The effective submission date of the questionnaire will be the final date submitted. Another feature added allows you to copy repetitive information (i.e. name, address, etc.) from one questionnaire onto a new questionnaire. This feature was added as a means of reducing the amount of typing needed when filling out additional questionnaires. A final added feature increased the timeout period for inputting a questionnaire to one hour.

We would appreciate receiving any comments you may have on your experience working with the on-line questionnaire submission system. Your comments are valuable to us for making future improvements to the questionnaire process. We look forward to hearing from you.

Sincerely,

A handwritten signature in dark ink, appearing to read "Michael P. Lewis". The signature is fluid and cursive, with the first name "Michael" and last name "Lewis" being clearly distinguishable.

Michael P. Lewis
Program Manager

Enclosures: "FY 2013 MMG Online Step-by-Step" - Guidance